Training Program

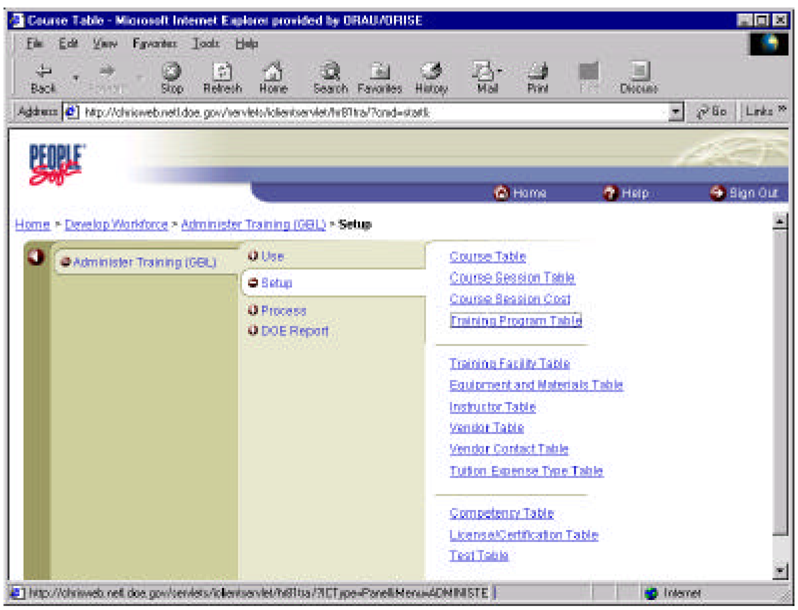
The course requirements necessary to satisfy a specific program, such as the Acquisition Career Development or the Technical Leadership Development Program, can be entered on the "Training Program Table." Although Department-wide programs will be entered by the Office of Training and Human Resource Development, "Training Programs" may also be used for local developmental programs.

Note: Verify that the training program is not already in the system prior to adding a new program.

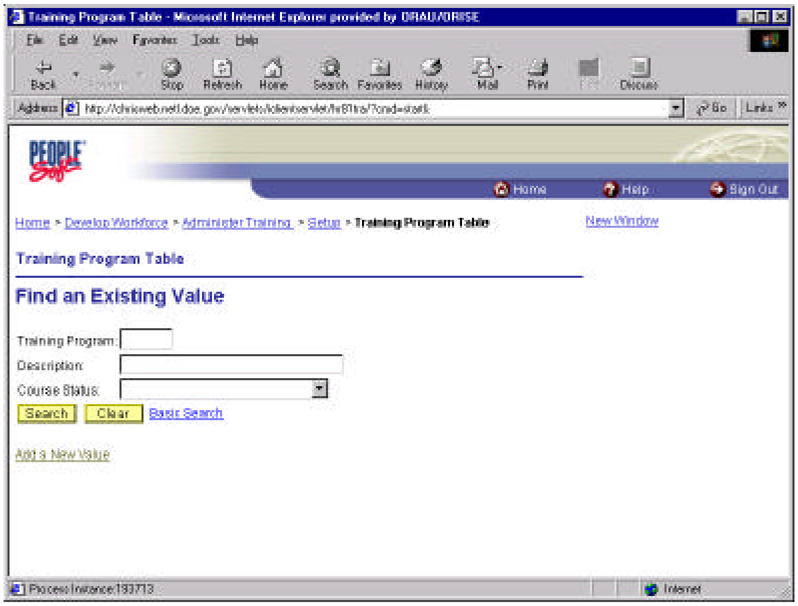
Adding a Training Program

To add a program:

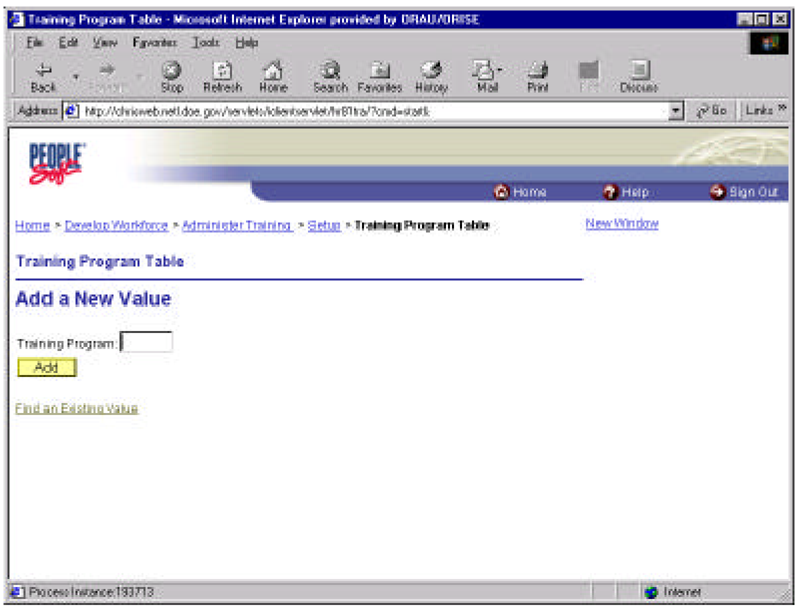
1. Click on "Administer Training (GBL)."
2. Click on "Setup."
3. Click on "Training Program Table."



The "Training Program Table" "Find an Existing Value" screen is displayed.

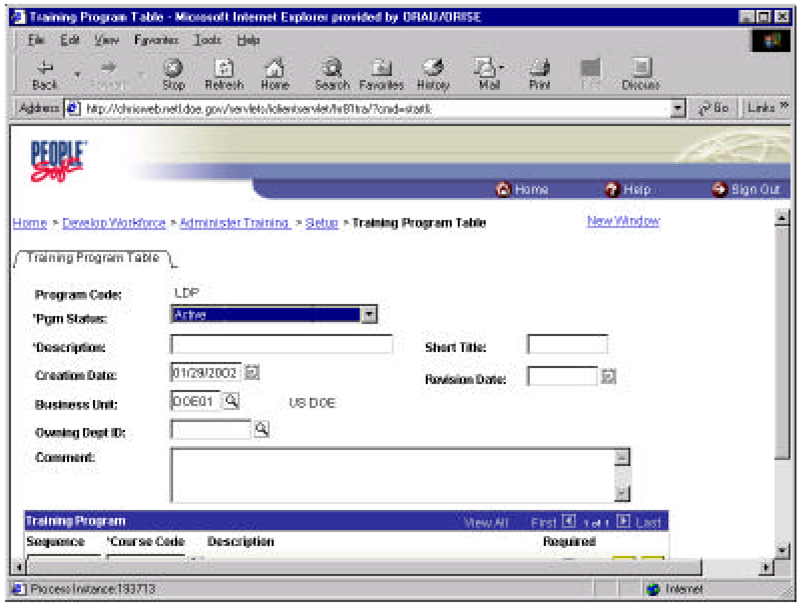


4. Click on "Add a New Value."



5. Enter a three- to five-letter identifier (i.e., ADP or TLDP) for the new training program.

6. Click the "Add" button.



The "Training Program Table" screen is displayed.

Leave the program status field ("Pgm Status") "Active" (the default).

7. Tab to the "Description" field and enter a description (30 char. max).

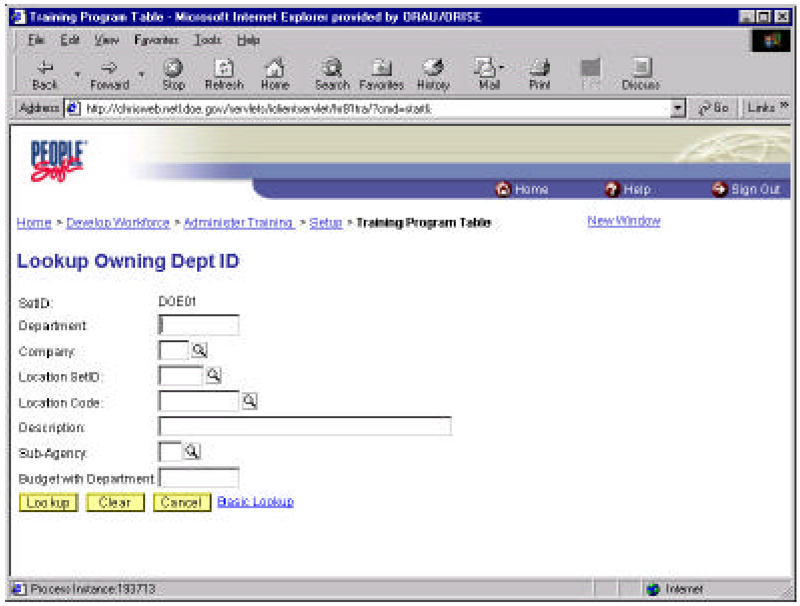
8. Tab to the "Short Title" field and enter a short title (usually the initials of the training program).

9. For the "Creation Date," either accept the current date (which is the default), key in a different date, or click on the calendar icon and select a date.

   A "Revision Date" field is to the right of the "Creation Date" and will show later updates to the training program.

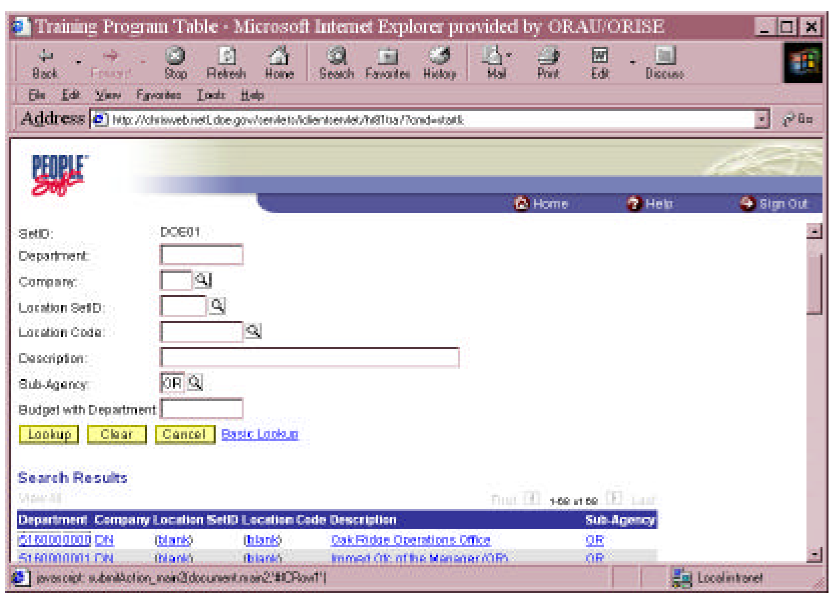
   The "Business Unit" field will default to "DOE01" and should not be changed.

10. Tab to the "Owning Dept ID" field and click on the magnifying glass.



The "Lookup Owning Dept ID" screen is displayed.

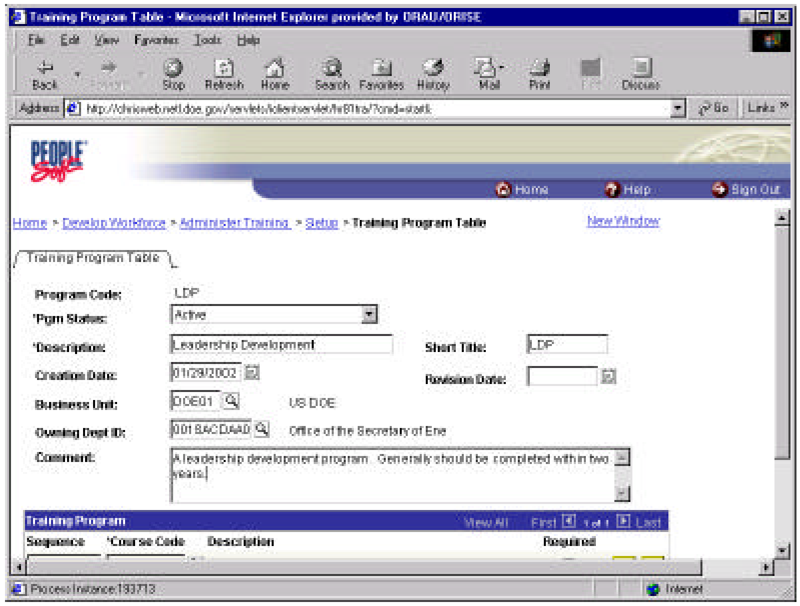
11. Enter your Sub-Agency i.e. OH, SR, EM and click on the "Lookup" button.



The "Lookup Owning Dept ID" "Search Results" is displayed.

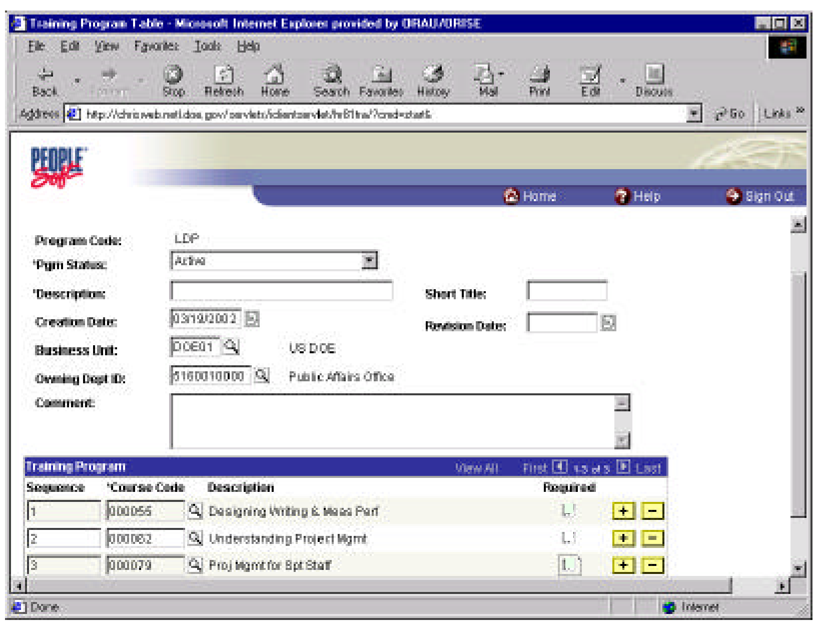
12. Select the appropriate "Description."

The "Owning Dept ID" field will automatically be filled in.



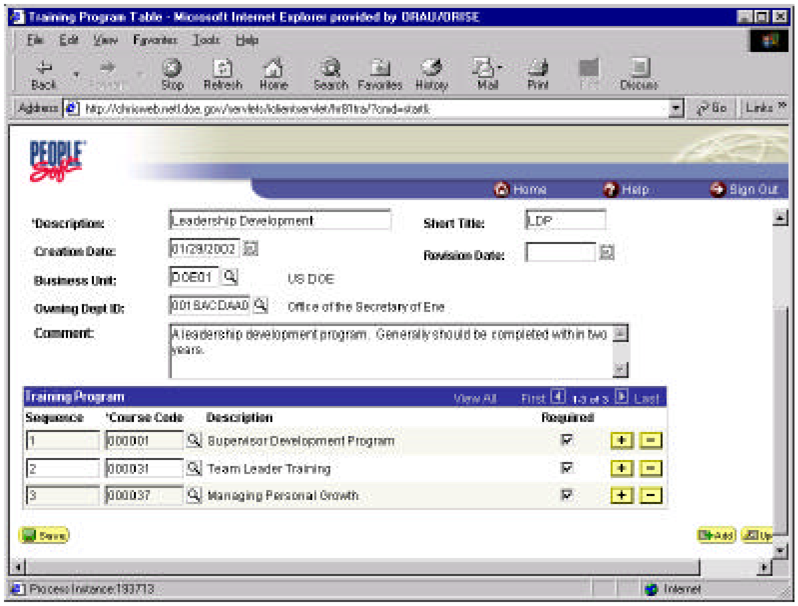
13. Tab to the "Course Code" field and enter the appropriate course codes, inserting as many rows as necessary by clicking on the .

The selected course is displayed.



As necessary, place a number by each selected course to indicate the Sequence in which the courses must be completed.

Click in the "Required" box if each course is required.



15. Click the "Save" button.

Test Table

Locally held or developed tests can be tracked in CHRIS.

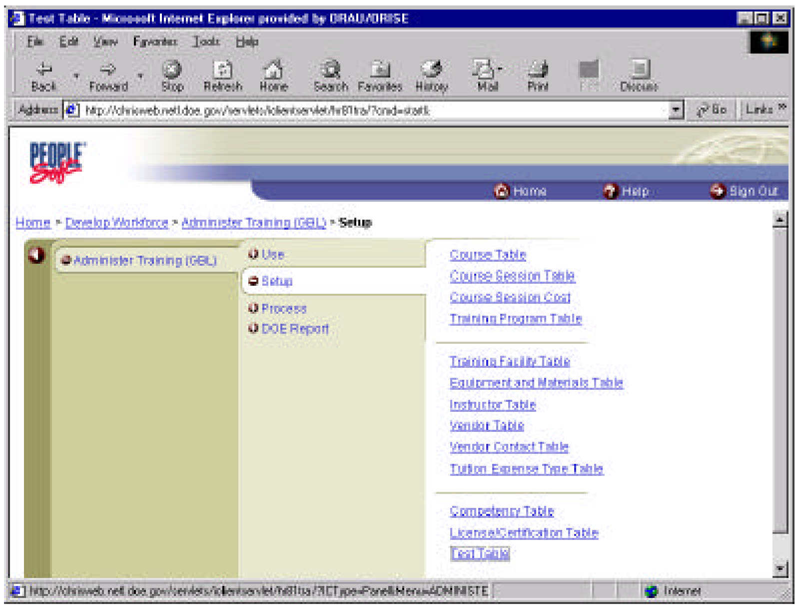
Note: Verify that the test is not already in the system prior to adding a new test.

To add a Test to CHRIS:

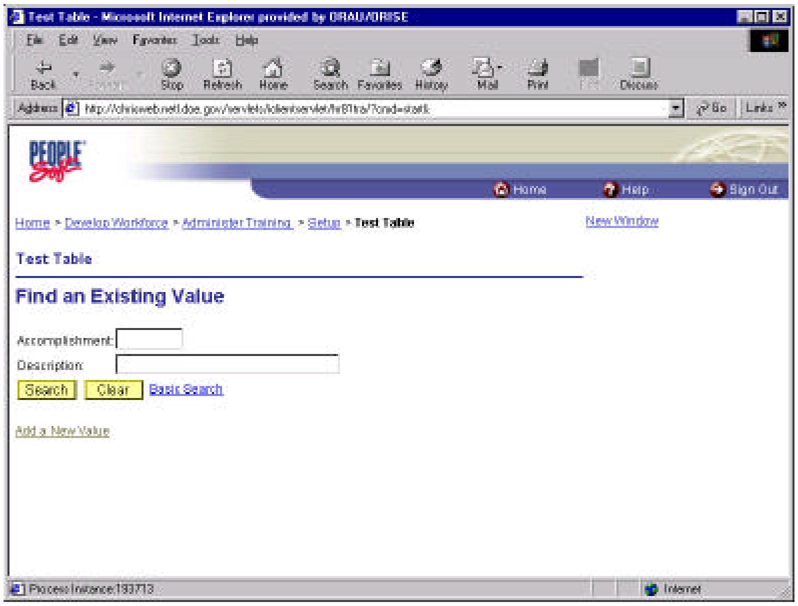
1. Click on "Administer Training (GBL)."

2. Click on "Setup."

3. Click on "Test Table."



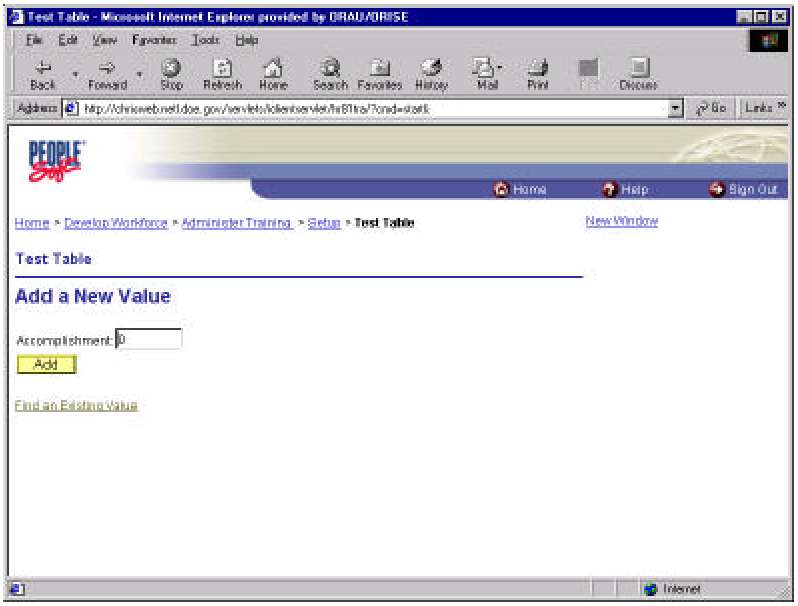
The "Test Table" "Find an Existing Value" screen is displayed.



4. Enter a three- to five-letter identifier (e.g., CPS, for Certified Professional Secretary) in the "Accomplishment" field.

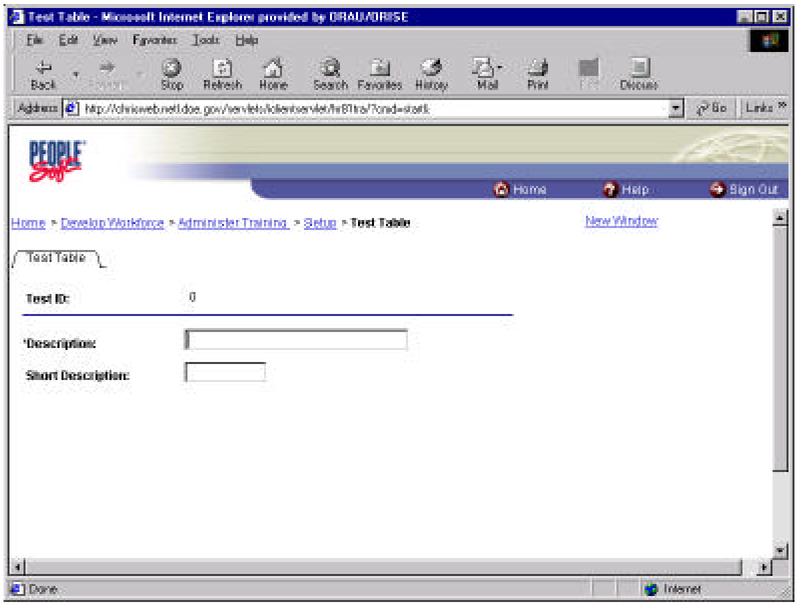
5. Click on "Add a New Value."

   The "Test Table" screen is displayed.



6. Click the "Add" button.

The "Test Table" screen is displayed.



7. Complete the "Description" and "Short Description" fields.

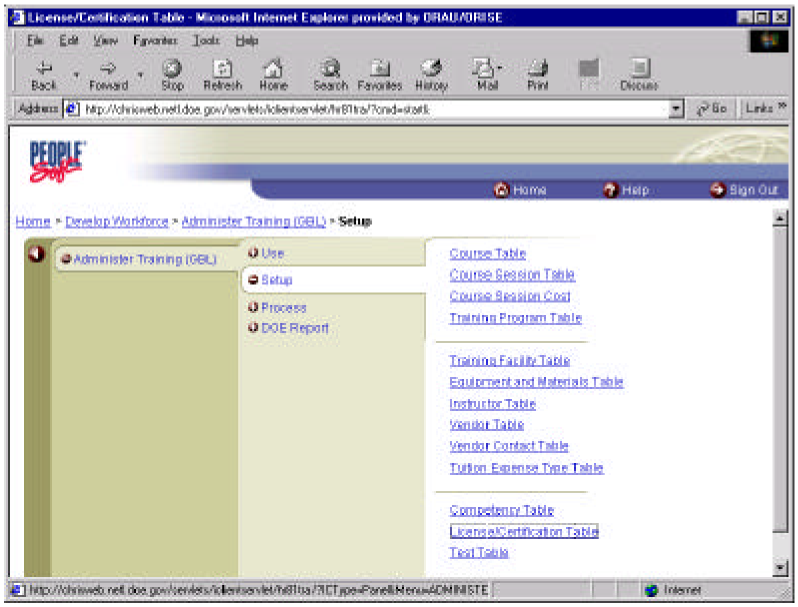
8. Click on the "Save" icon. (The system will automatically assign a "Test ID" number.)

Adding License/ Certification

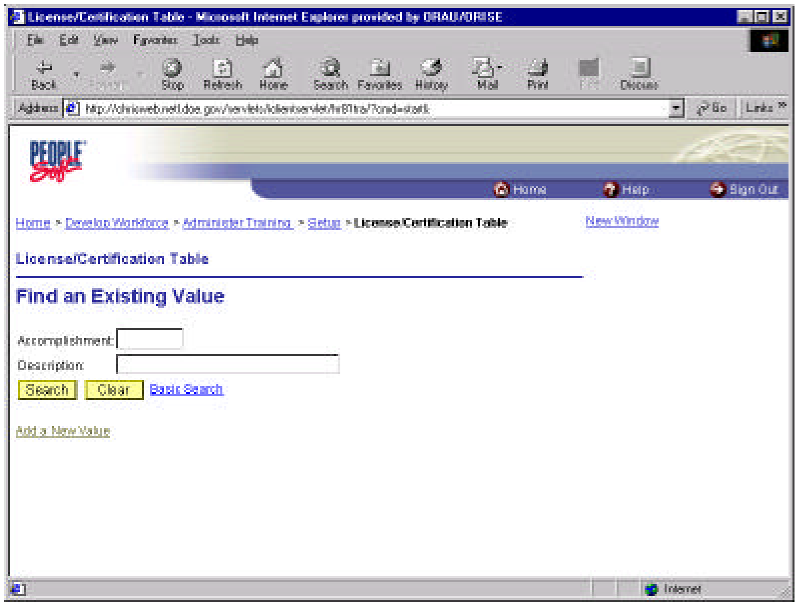
Licenses and certifications are used to identify the area of expertise for individual instructors. To add a license or certification to CHRIS:

1. At the " Administer Training (BGL)" screen, click on "Setup."

2. Click on "License/Certification Table."

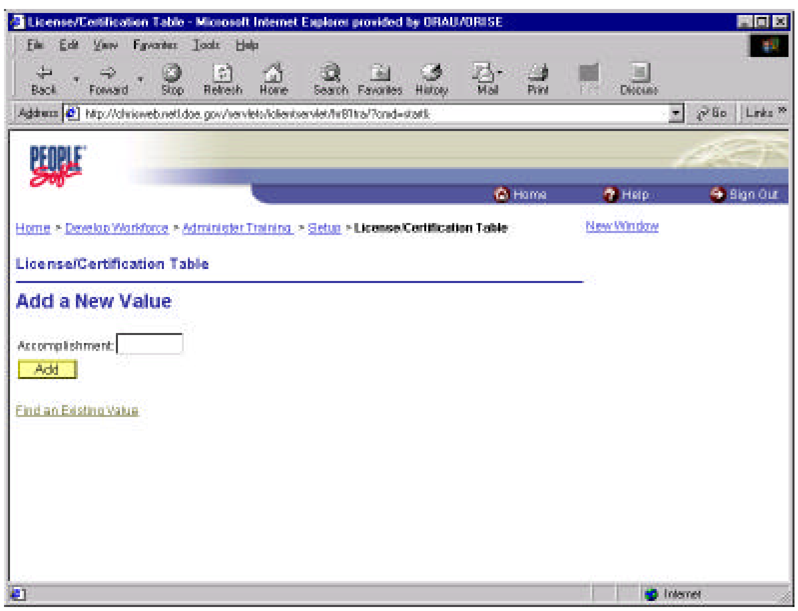


The "License/Certification Table" is displayed.



3. Click on the "Add a New Value" link.

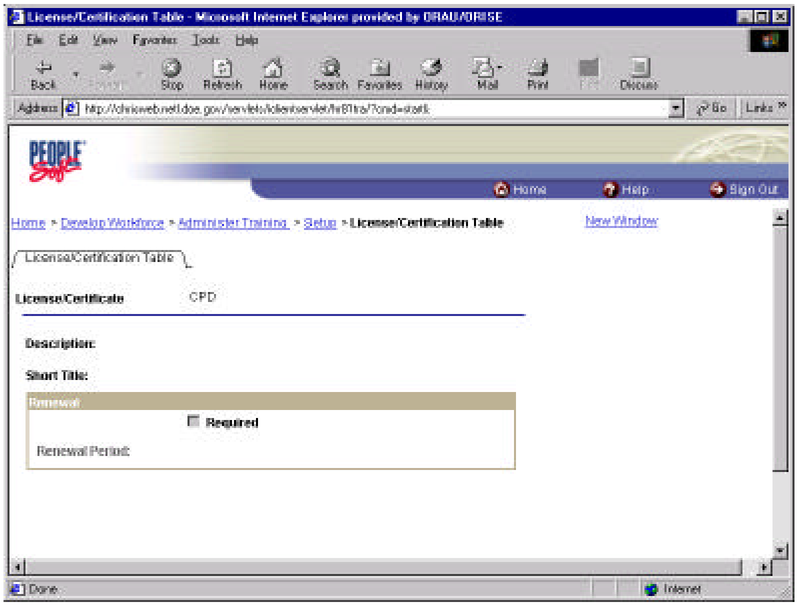
   The "License/Certification" screen is displayed.



4. Enter a three-to-five letter identifier (e.g., CPS, for Certified Professional Secretary) in the "Accomplishment" field.

5. Press the "Add" button.

The "License/Certification Table" is displayed.



6. Enter a description in the "Description" field.

7. Tab to the "Short Title" field.

8. Enter a short title.

9. Click in the box to the left of the "Required" field if the license or certification requires renewal.

10. Tab to the "Renewal Period" field.

11. Enter the time period for renewal.

12. Click on "Save."

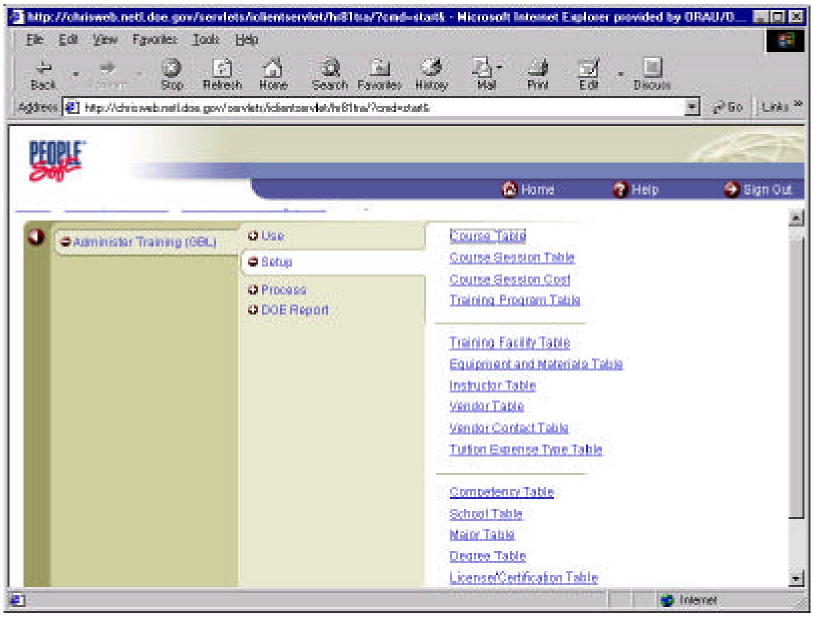
Updating License/ Certification

It may be necessary to update or modify a license or certification. To modify or update a license or certification:

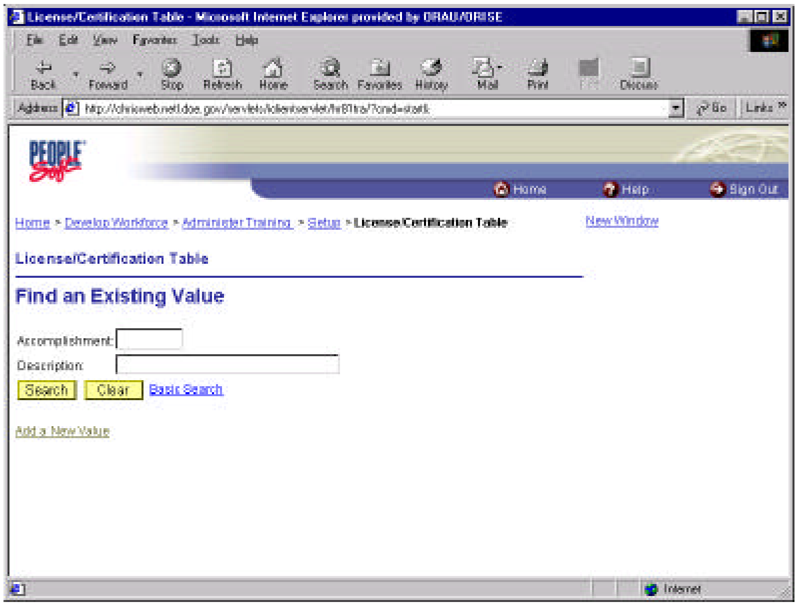
At the " Administer Training" screen.

1. Click on "Setup."

2. Click on "License/Certification."



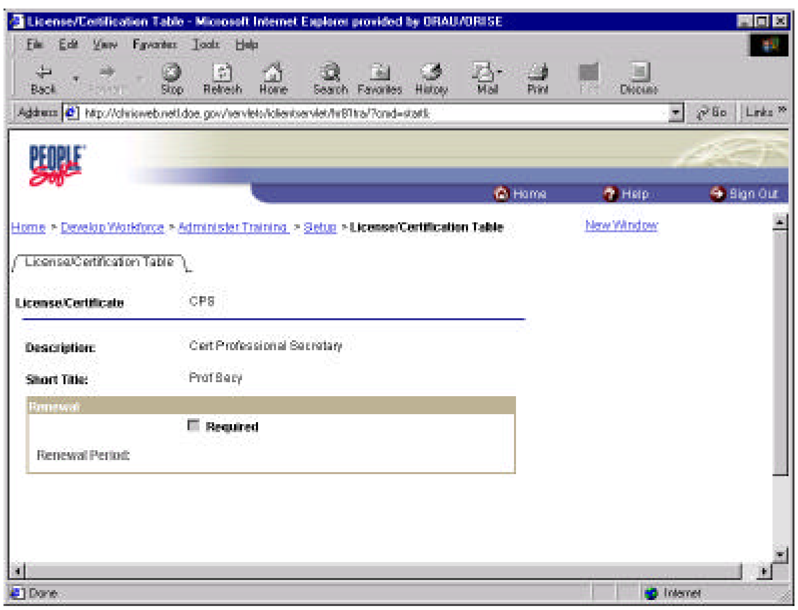
The "License/Certification Table" "Find as Existing Value" screen is displayed.



3. Enter the three-to five-letter identifier in the "Accomplishment" field.

4. Click on the "Search" button.

The "License/Certification Table" is displayed.



5. Enter the necessary modifications.

6. Click on the "Save" button.

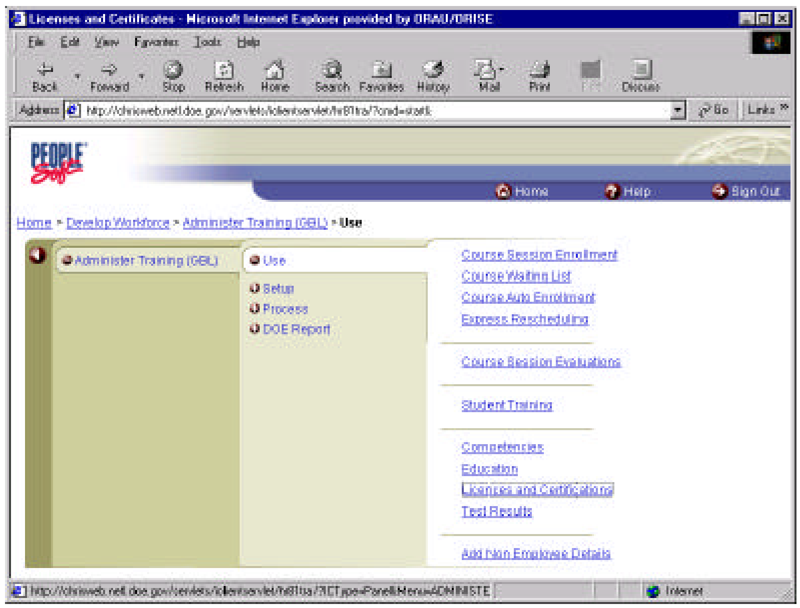
Recording a License/ Certification for an Employee

To assign a license or certification to an employee, use the following process.

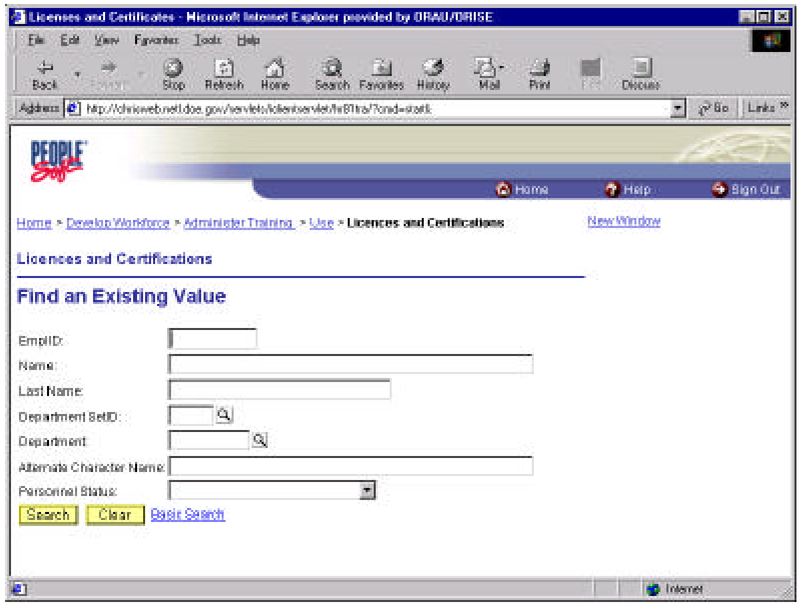
From the "Administer Training" screen:

1. Click on "Use."

2. Click on "Licenses and Certifications."



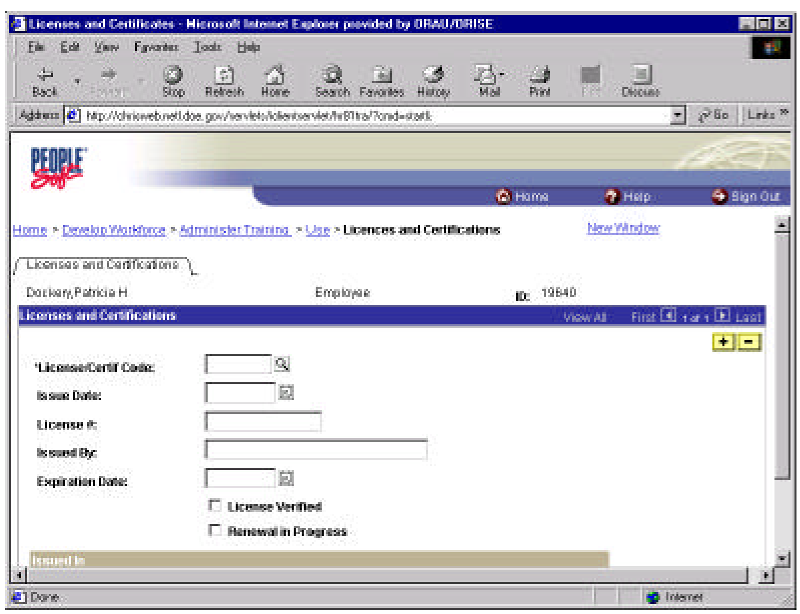
The "Licenses and Certifications" screen is displayed.



3. Enter the employee's ID number or perform a search using the name or last name data field.

4. Click on the "Search" button.

5. Key in the requested data for all data fields.



6. Click on the "Save" button.